

ORPA NOTICE
No. N-1-003-76

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ORGANIZATION
23 December 1976

CREATION OF AN OFFICE MANAGEMENT ADVISORY GROUP

1. To help get ORPA off to a good start and to assist me later in improving the operation of the office, I would like to establish an ORPA Management Advisory Group (MAG) effective 10 January 1977. The group will define, and suggest solutions to, problems that should be of concern to management. The group also will be asked to undertake specific tasks from time to time.

2. As a beginning, MAG will be asked to help plan a series of office conferences at Isolation, to consider space problems and architectural design for the office, to consider the new approach to preparing fitness reports, and to devise a policy regarding smoking in working areas.

3. MAG will be composed of 12 elected representatives--9 professionals from the divisions, 1 from the front office complex (including staffs), and 2 "at large" clerical members. Divisions and the front office may carry out the election in any reasonable manner they see fit. [redacted] after consultation with the clericals, will conduct the "at large" election for those members. Service on MAG will normally be for one year, but the initial group will serve staggered terms--4 for 9 months, 4 for a year and 4 for 15 months--to ensure continuity. The group, once elected, can decide for itself what length tours each member will serve, and it may recommend changes in composition of membership.

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4. The immediate task is to nominate participants by 7 January. Candidates should be clericals and analysts from grades 5 through 13. You should nominate representatives who can serve at least 9-12 months and who have both the interest and the time to participate. Effective service on ORPA's MAG may occasionally require substantial amounts of on-duty time.

5. Once elected, MAG can determine its own internal working rules on such issues as frequency of meetings, chairmanship, committees, reports, relations with other MAGs, and so forth. The group is encouraged to consult as necessary and desired with the Executive Officer but will report directly to me.

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John Kerry King
Director
Regional and Political Analysis